

<b>TAB D-5: PERSONNEL</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Are all units properly designated and manned IAW CAPR 20-3?	CAPR 20-3
2.	Is a current organization chart of the wing headquarters posted and current?	CAPR 20-1 Para 3b
3.	Are new membership applications handled properly?	CAPM 39-2 Para 2-4 and 3-5
4.	Are all members properly assigned to a duty?	CAPR 35-1
5.	Is an Emergency Notification Data form (CAPF 60) completed by each member prior to attending any CAP activity away from his/her local community?	CAPR 35-2 Para 1
6.	Are personnel actions recorded and maintained properly in a CAP personnel file?	CAPM 39-2 Para 1-7
7.	Are member personnel actions processed IAW CAP regulations?	CAPR 35-5
8.	Are members wearing the CAP uniform properly?	CAPM 39-1
9.	Are Monthly Membership Listings (MML) and/or CAPWatch reviewed regularly?	CAPM 39-2 Para 4-3b
10.	Is the CAP nondiscrimination policy adhered to?	CAPR 39-1